

Events Coordinator

Center for Community Progress Job Announcement

Job Title	Events Coordinator
Reports To	Director of National Leadership & Education
Date	March 1, 2022

Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today's neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation's leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking an innovative and detail-oriented applicant to serve as Events Coordinator, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Events Coordinator will serve as a core member of the National Leadership & Education team, supporting educational events for communities across the country struggling with vacant, abandoned, and deteriorated property challenges. Recognizing the barriers these properties create to fostering equitable communities, this individual will work alongside some of the nation's top experts on topics such as land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement.

This position will work closely with the National Leadership & Education staff to support the organizations virtual and in person educational events, including but not limited to maintaining relationships with vendors and venues; coordinating with event speakers; planning event details and on-site logistics; set-up, execution, and cleanup of an event; maintaining planning calendars and adhere to deadlines; coordinating registration and communicating with event participants.

The ideal applicant for the position will have a strong eye for detail, a natural comfort working with diverse audiences, and a shared passion and deep commitment to building equitable inclusive communities that provide opportunities for all.

The Events Coordinator position is full-time. Our preference is to have this position be based in Washington, D.C. on a regular hybrid in-office/remote basis.

Individuals who are proactive and who pride themselves on their organizational and problem-solving skills are encouraged to apply.

Duties & Essential Job Functions

- Support the planning of all Community Progress virtual and in-person events, including but not limited to: Cornerstone Webinar Series; Vacant, Abandoned, and Deteriorated Properties (VAD) Training Academy; The Vacant Property Leadership Institute; Community Revitalization Fellowship Program; national Reclaiming Vacant Properties Conference; and other leadership and education events
- Support the execution of events, including booking venues, managing speaker logistics, placing orders, BEO review, monitoring vendors, travel planning, restaurant reservations, monitoring registration, tracking RSVPs, answering questions, and resolving issues
- Assist the National Leadership & Education staff with event materials including developing content, ensuring production in partnership with our communications team, and managing printing and shipping of materials (e.g. programs and talking points), all adhering to event deadlines
- Discern requirements and expectations for each event
- Assist National Leadership & Education staff with securing BIPOC-owned vendors and speakers of color, including researching, tracking, and recommending vendors and speakers based on creativity, quality, and cost
- Manage Community Progress' events calendars
- Develop and host trainings for Community Progress staff and event speakers using our virtual event platforms (including but not limited to Hopin, Zoom, Results at Hand)
- Support the development and implementation of National Leadership & Education's annual program plans
- Provide additional support to National Leadership & Education staff as needed
- Regularly engage with staff, including senior management, to shape and inform leadership and educational resources and initiatives
- Attend staff and other relevant meetings as necessary
- Travel domestically to support in-person events approximately 8 times per year, as public health and safety precautions allow

Reporting Relationships

This position does not have any full-time staff directly reporting to them.

Qualifications

The Events Coordinator must possess:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and a shared commitment to equity, inclusion, and justice
- A passion for creating and maintaining systems that help them and their teams stay organized and on top of deadlines
- Proven experience in event planning or event coordination and working across multiple departments to ensure a successful event
- A clear and courteous communication style when working with various audiences
- Strong writing skills
- Excellent organizational and multi-tasking abilities
- Exceptional attention to detail and work well under pressure and tight deadlines
- Strong, proactive problem-solving skills, especially when it comes to troubleshooting logistical issues and technical difficulties
- The ability to remain calm under pressure without losing a customer-service oriented attitude
- Strong interpersonal skills that embody collaboration and a team-oriented approach
- Willingness to think creatively, ask questions, and share ideas
- Willingness to travel domestically for events, as necessary and as health and safety precautions allow
- Experience working in Zoom, Asana, Hopin, Results at Hand, and Salesforce is preferred (not required)

Required

A bachelor's degree and 1-3 years of experience in communications, public relations, tourism and hospitality management, political science, community development, or related fields; or equivalent experience. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

Salary and Benefits

The Center for Community Progress is offering a salary for the position of Events Coordinator between \$55,000 and \$65,000 annually, commensurate with experience or skillsets. Additionally, the Center for

Community Progress provides an excellent and comprehensive benefits package, with monthly premiums paid 100% by the company, that includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

Application Instructions

Interested applicants must submit cover letter, resume, one short-form writing sample (e.g. agenda, planning calendar, or event announcement). All materials must be sent in a single PDF by 11:59pm EST March 31, 2022, to hire@communityprogress.org.

Equal Opportunity Employment

The Center for Community Progress works with community partners to advance and strengthen the values of equity, justice, and inclusion, and is committed to maintaining a diverse and multicultural working environment. Community Progress is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion/creed, sex, national origin, disability, genetic information, parenthood, pregnancy, veteran or active military status, alienage or citizenship status, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.